HOW TO REQUEST SPACE USING EMS

https://calendar.skidmore.edu//EMSWebApp/

Create A Reservation

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	How to Request Catering Click on	for more information or help on that page or section.		
	Event Setup Form			

CHOOSE THE APPROPRIATE RESERVATION TEMPLATE FOR THE SPACE/SERVICE YOU ARE REQUESTING.







FILL OUT EVENT DATE AND TIME. *START AND END TIME SHOULD REFLECT ACTUAL EVENT TIME. SET UP AND TEAR DOWN TIME WILL BE ADDED IN RESERVATION DETAILS









Modified Room Searches

TO MODIFY YOUR ROOM SEARCH, YOU MAY SELECT SPECIFIC ROOM TYPE, FEATURES, OR CAPACITY. CHECK THE BOXES OF THE FEATURES YOU ARE LOOKING



SELECTONE OR MORE ROOM(S) BY CLICKING BLUE + SIGN

Rooms You Can Reserve			
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YOUR SELECTED ROOM WILL NOW SHOW AT THE TOP OF THE PAGE.

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Shace Dequest 3 Reservation Details 1 Rooms 2 Services Date & Time Selected Rooms 🕜 Attendance & Setup Type ||-coomiscanchi?ะดิร์มีใช้ TO SERVICES Chart Time HET SCHEDLIN Cool Street 8:00 AM . .___ 🕘 9:00 AM. 🧿

ENTER EVENT NAME AND TYPE







Publicizing Your Event

YOU MAY CHOOSE TO POSTYOUR EVENTON THE PUBLIC, STUDENTOR DEPARTMENT CALENDARS BY ANSWERING YES TO EACH OF THE CALENDAR QUESTIONS.

REQUESTING EVENT INFORMATION AND IMAGE TO POSTON THE CALENDAR

ONCE YOU HAVE FILLED OUT ALL OF THE REQUESTED INFORMATION CLICK

YOU WILL THEN RECEIVE A POP UP MESSAGE WHEN YOUR RESERVATION HAS BEEN SUCCESSFULLY SUBMITTED. A SPACE MANAGER WILL REVIEW YOUR REQUEST AND SEND YOU AN EMAIL CONFIRMING OR
DECLINING YOUR SPACE REQUEST.



SHOW YOU THE SERVICES YOU ALREADY HAVE REQUESTED

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RESERVATION DETAILS. ADDITIONAL INFORMATION.			Reservation Tasks.	
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EDIT THE SERVICES YOU HAVE ALREADY

REQUESTED

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